



**DEPARTMENT OF THE ARMY**  
**JOINT READINESS TRAINING CENTER (JRTC) & FORT POLK**  
**NONCOMMISSIONED OFFICER ACADEMY**  
**1732 22ND STREET**  
**FORT POLK, LA 71459**

ATXZ-NC

13 January 2015

MEMORANDUM FOR RECORD

SUBJECT: Warrior Leader Course Release and Dismissal Procedures

1. The purpose of this memorandum is to clarify enrollment requirements, release criteria and dismissal procedures outlined in the WLC Course Management Plan (CMP), AR 350-1, and Army Directive 2012-12, 17 September 2012.
2. The following are enrollment requirements and pre-requisites for attendance at the Warrior Leader course, students who are found to be deficient in any of these areas may be denied enrollment at the discretion of the Commandant or they may be given up to 72 hours to produce documentation showing that they have met the requirements.
  - a. Completion of Structured Self Development 1 (SSD-1)
  - b. Soldiers attending WLC must in the rank of SPC/CPL or above.
  - c. Must meet height and weight standards IAW AR 600-9.
  - d. Soldiers flagged for weight control failure or APFT failure will not be selected, scheduled or attend institutional training. Once soldiers meet standards, they will be considered eligible for military schools and institutional training courses.
  - e. Arrive fully capable of performing supporting individual tasks and task required in the next lower level of the course (e.g., basic training, SMCT).
  - f. If age 30 or over, have completed a periodic physical exam within the last 5 years.
  - g. Soldiers may enroll with temporary profiles. The profile must not prevent them from meeting all physical tasks and the physical graduation. A Soldier on a temporary profile cannot complete all the events of the APFT or meet all physical requirements will not be allowed to enroll in WLC.
  - h. Soldiers possessing permanent profiles 3 or 4 must provide a copy of profile with signature from the profiling officer or physician. Soldiers possessing permanent profile designators of "3" or "4" who have been before an MMRB, awarded medical limitations and allowed to retain their occupational classification will be permitted to attend the WLC and train within the limitations of their profile.
  - i. Pregnant Soldiers may not attend WLC until medically cleared. Soldiers Diagnosed as pregnant will attending WLC may continue, but they must provide written documents from doctor that states they can participate in all course physical requirements. Soldiers medically dismissed for pregnancy after enrollment are eligible to return to the course when medically cleared.
  - j. Wounded Warrior: Commandants will not deny enrollment or disenrollment of Soldiers based on physical profiles resulting from MMEB or MEB rulings. These soldiers can attend PME and MOS courses. These are soldiers who previously were unable to meet course requirements as a result of physical limitations that have been formally acknowledged by either the wounded warriors program and/or a permanent profile as a result of a MOS/medical retention board or medical evaluation board, and that are properly documented using the military physical profile for physical condition/stamina, upper extremities, lower extremities, hearing/ear, eyes, and psychiatric (PULHES) code. Commandants are authorized to adjust or waive graduation

requirements to these soldiers for enrollment and attendance at professional military education courses (PME) and military occupational specialty (MOS) courses due to reclassification.

3. The Commandant may remove students from WLC before course completion for any one or a combination of the areas listed below.

a. Academic deficiencies or disciplinary reasons

i. Academic deficiency is defined as the failure of the student to achieve a score of 70% or higher on all graded evaluations (in the event of a failure the student is provided retraining and afforded the opportunity to take a retest).

ii. Students must pass the APFT, and meet the Height/Weight requirements. Commandants will arrange for students to take the APFT and screen Height/Weight requirements while allowing for one retest. Students who fail to pass a final APFT or Height/Weight standards will be dismissed from WLC.

iii. Students displaying disciplinary deficiencies will be counseled on the deficiency and will be given an opportunity to correct the deficiency. Examples of disciplinary deficiencies include but are not limited to: lateness, failure to be in proper uniform, failure to have prescribed equipment, failure to meet prescribed deadlines, missed training, disrespect, and damage of government property. Students who receive two negative counseling statements during the course of training will be considered for dismissal. Students who violate ethical standards of conduct may be considered for dismissal following a single offense at the discretion of the Commandant.

b. Lack of motivation (apathy)

c. Illness, injury, compassionate, or other reasons beyond the student's control

i. Students may be released from the course due to compassionate reasons at the request of their Unit Commander either in memorandum format or by providing a Red Cross message.

ii. Students may be released from the course if they are no longer medically able to complete training.

iii. Students missing three or more academic hours of training due to illness, injury or other no disciplinary reasons may be released from the course.

4. Students who are released from the course due to academic deficiencies will have their DA Form 1059 annotated as "Failure to Achieve Course Standards" and will be dismissed from the course. Soldiers disenrolled from WLC for academic deficiency may apply to reenter the course when both the unit Commander and the school Commandant determine that the student is prepared to complete the course.

5. Students who are released from the course due to disciplinary reasons will have their DA Form 1059 annotated as "Failure to Achieve Course Standards" and will be dismissed from the course. Soldiers disenrolled from WLC for disciplinary or motivational reasons will not be eligible for further NCOES training for a period of six months.

6. Students who are released from the course for APFT or Height/Weight failure will have their DA Form 1059 annotated as "Failure to Achieve Course Standards" and will be dismissed from the course. Soldiers disenrolled from WLC for failing to achieve APFT and Height/Weight standards are not eligible to enroll in any PME courses for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed. Soldiers who fail to achieve course standards a second time are not eligible to enroll in any PME courses for 1 year after the second failure.

6. Students who are released from the course for injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The school commandant or commander will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

7. The point of contact for this memorandum is the Warrior Leader Course Chief of Training at (337) 531-6336.



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Commandant